

RECORDS DISPOSITION SCHEDULE 20

SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

This schedule provides disposition instructions for the Single Family Home Mortgage Insurance Program records accumulating in Headquarters and Field Offices. Some of the records have been previously scheduled in HUD Records Schedule 1, Area and Insuring Office Records; Schedule 17, Management Division Records; and Schedule 20, Single Family Home Mortgage Insurance Records. Disposition instructions for general administrative records are found in the Administrative Records Schedule.

| Item | Description of Record | Disposition |
|------|---|---|
| 1. | Single Family Home Mortgage Insured Case Files--All Programs. | |
| | a. Case files endorsed prior to 1968. | |
| | (1) Cases related to Distributive Shares and identified for retention by OFA. | Screen and segregate in accordance with lists provided by OFA. Maintain until HUD's financial obligations are terminated or cases are otherwise closed, then destroy under authority of General Records Schedule 6, item 1a. (NARA Job N1-207-88-1, item 1a(1)) |
| | (2) All remaining case files. | Destroy immediately. (NARA Job N1-207-88-1, item 1a(2)) |
| | b. Case files endorsed from 1968 through 1986. | |
| | (1) Cases related to Distributive Shares and identified for retention by OFA. | Screen and segregate in accordance with lists provided by OFA. Maintain until HUD's financial obligations are terminated or cases are otherwise closed, then destroy under authority of General Records Schedule 6, item 1a. (NARA Job N1-207-88-1, item 1b(1)) |

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| (2) | Section 235 cases currently maintained in the Federal Records Center will be screened and segregated according to lists provided by HUD's Office of Housing. | Destroy 6 years after mortgage insurance is terminated. (NARA Job N1-207-88-1, item 1b(2)) |
| (3) | All remaining case files. | Destroy 12 years after close of calendar year in which endorsed. (NARA Job N1-207-88-1, item 1b(3)) |
| c. | Case files endorsed beginning in 1987. | |
| (1) | Section 235 case files endorsed beginning in 1987 will be screened and maintained in originating Field Office. Do not send such Section 235 cases to HUD Headquarters. | Destroy 6 years after mortgage insurance is terminated. (NARA Job N1-207-88-1, item 1c(1)) |
| (2) | All other single family case files. | Send to HUD Headquarters in strict accordance with instructions issued by the Office of Housing. Headquarters will retire to Federal Records Center storage. Destroy 12 years after close of the calendar year in which endorsed. (NARA Job N1-207-88-1, item 1c(2)) |

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| d. | Field Office Single Family Case Binders endorsed between January 1, 1972, and December 31, 1976. These so-called "split files" were transferred directly from HUD Field Offices to NARA's nationwide system of records centers. | Destroy 36 years after the close of the calendar year in which endorsed. (NARA Job NC1-207-84-5, item 1b) |
| 2. | Field Office Case Files (Proposed Construction Plans, Description of Material, and Inspection Reports). * These files were created before October 1, 1987, to include documents not filed in the insured case binder. The files were kept in the Field Office or transferred to Federal Records Center for disposal after 6 years, to meet the conditions of the warranty and Section 518. Beginning on October 1, 1987, the documents are interfiled in the insured case binder (see item 1 above) and a separate Field Office Case File is no longer created. | Transfer to Federal Records Center after final endorsement, or anytime after final endorsement that volume warrants. Destroy 6 years after final endorsement. (NARA Job N1-207-89-3, item 1) |
| 3. | Non-insured cases. Include both proposed and existing construction. | |
| a. | Where Valuation rejects application for conditional commitment. | Destroy 3 months after rejection of application. (NARA Job N1-207-89-3, item 2a) |
| b. | Where conditional commitment expires (or is cancelled) and file does not contain a Mortgage Credit rejection. | Destroy 3 months after conditional commitment expires (or is cancelled). (NARA Job N1-207-89-3, item 2b) |
| c. | Where conditional commitment expires (or is cancelled) and file contains a Mortgage Credit rejection. | Mark file as Mortgage Credit rejection and transfer to Mortgage Credit. Destroy 26 months after Mortgage Credit rejection. (NARA Job N1-207-89-3, item 2c) * |

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| Item No. | Description of Record | Disposition |
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| 4. | Borrower's Complaint File. This is a confidential file of borrower's or other individual's complaint correspondence regarding construction deficiencies. | Transfer to Federal Records Center 1 year after settlement of complaint or when volume warrants. Destroy 6 years after settlement of complaint. (NARA Job NC1-207-79-8, item 4) |
| 5. | Unjustifiable Complaints, No Action. This file contains copies of complaints (originals are sent to builders) and correspondence between HUD and complainant. | Destroy from office when 1 year old. (NARA Job NC1-207-79-8, item 5) |
| 6. | Construction Complaint Case History Card File is a record of action taken or pending on complaints from individuals purchasing homes subject to HUD insured mortgages. | Destroy from Field Office 5 years after date of last action. (NARA Job NC1-207-79-8, item 6) |
| 7. | Reconsideration Status Record Cards. These cards show processing action in reconsidered cases. | Destroy 3 months after processing actions are complete. (NARA Job NC1-207-79-8, item 7) |
| 8. | Case Routing Card Record File (Compliance Inspection Register Card) is a card index serving (1) as a current inventory of all cases in process in a unit, (2) as a tickler control for compliance inspection operations. | Destroy after rejection of case, completion of compliance inspection operations, or closing of the case. (NARA Job NC1-207-79-8, item 8) |
| 9. | Docket Transfer Records. File contains records of each transfer, to the closing officer, of documents executed by the commissioner in advance of the actual settlement and to be delivered to the buyer of acquired property in exchange for cash payment. File includes card index and copies of letters of | Destroy 1 year after delivery has been made and reported. (NARA Job NC1-207-79-8, item 9) |

transmittal in connection with the deliveries of such instruments.

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| 10. | Closed Case Card Record File consists of insured case record cards, FHA Form 9100.3, Mortgage Insurance Certificate, and FHA Form 2086B, Non-Insured Case Card. | Destroy 2 years after closing either by insurance or non-insurance. (NARA Job NC1-207-79-8, item 10) |
| 11. | Subdivision Reports File. This case file is used for reference and includes Regional land planning subdivision file, or information to facilitate evaluation of applications involving properties in particular subdivisions. Includes pertinent information on each processed subdivision including sewage disposal methods, established ratings of particular properties, mortgage insurance requirements, engineering plans, off-site escrows, related correspondence, etc. Includes, also, general land planning data for the file as a whole, such as HUD requirements for community water and sewage systems, neighborhood cost data on utilities, streets, and publications on principles of planning. | Destroy when subdivision covered by the report has been fully developed but after first removing the following items and placing them in the tract data information file which is a part of item 13b(9), Misc. Valuation Data File: Exhibits relating to sewage disposal and water supply when other than public systems are source of service; and information on flood areas. (NARA Job NC1-207-79-8, item 11) |
| 12. | Housing Market Report. File includes copies of survey reports, sent to Headquarters, of economic survey of housing needs and markets. | Destroy when 5 years old, or after a new survey is made. (NARA Job NC1-207-79-8, Item 12) |

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| 13. | <p>Technical and Miscellaneous Reference Files. Maintained to facilitate processing and appraisal of applications by providing relevant available technical, economic, architectural, legal and participant information. Included are such files as:</p> | |
| | <p>a. Participant Files:</p> <ul style="list-style-type: none"> (1) Credit Control Binders. Case Files of credit data on selected operative builder mortgagors. (2) Quality Adjustment Records. Card records of ratings given individual building contractors. (3) Approved Mortgagee Card File. Index of Headquarters approved institutions and their authorized local agents. | <p>Destroy when superseded or obsolete. (NARA Job NC1-207-79-8, item 13a)</p> |
| | <p>b. Economic-Files:</p> <ul style="list-style-type: none"> (1) Construction Cost Data Files. (2) Periodic Cost Report Files. Copies of monthly reports to Headquarters covering current construction costs in the Field Office area. (3) Real Estate Market Market and Expense Data by Community. (4) Real Estate Capitalization Data File. (5) Schedule of Values of Easily Removable Real Estate Items. | <p>Destroy when superseded or obsolete. (NARA Job NC1-207-79-8, item 13b)</p> |

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| | (6) General Mortgage Credit Data File. | |
| | (7) Population Housing Statistics by Areas. | |
| | (8) General Economic Background File for special areas. | |
| | (9) Miscellaneous Valuation Data File. | |
| c. | Legal and Economic Files: | Destroy when superseded or obsolete. (NARA Job NC1-207-79-8, item 13c) |
| | (1) Land Use Regulations, Taxation, and Assessment Policies File. | |
| d. | Technical Files: | Destroy when superseded or obsolete. (NARA Job NC1-207-79-8, item 13d) |
| | (1) Map and Plat Book File. | |
| | (2) Construction Material and Equipment Data. | |
| | (3) Bulletins on Special Methods of Construction. | |
| | (4) Established Construction Requirements and Standards File. | |
| e. | Architectural Files: | Transfer to Federal Records Center 1 year following date of last commitment. Destroy 5 years following date of last commitment. (NARA job NC1-207-79-8, item 13e) |
| | Established Architectural Report Files (2014d). This file Includes plans, specifications and other relevant data on typical dwelling structures for which a number of applications are expected to be submitted. | |

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| Item No. | Description of Record | Disposition |
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| 14. | Investigating Files of Accidents | a. Destroy when 6 years |

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| <p>Occurring on Secretary-Held 1 to 4 Family Properties Involving Personal Injury and/or Property Damage (Excluding Multifamily and Home Mortgage Properties Operated as Rental Projects). A file will be opened for each accident and will contain detailed reports on the nature and cause of each accident occurring on Secretary-held properties in which personal injury and/or property damage are involved; the extent of damage or injuries; the names and addresses of all witnesses (including signed statements, if available); reports of police, fire department or other municipal inspectors, if appropriate; a report by the management broker; and any other information which will aid in the determination as to whether HUD may be liable and the extent of damages.</p> | <p>old if no claim is submitted. Transfer both file and claim to the Regional Counsel immediately upon submission of claim. (NARA Job NC1-207-79-8, item 14a)</p> |
| | <p>b. In case of claim submission, destroy 6 years after case is closed. (NARA Job NC1-207-79-8, item 14b)</p> |
| <p>15. Monthly Reports of Field Office Operations and Subsidiary Reports (Copies). These are nonrecord copies of various recurring reports summarizing the data on Field Office activity posted to the Daily Work Sheet, and inventory reports on projects.</p> | <p>Destroy 1 year after annual inventory of cases. (NARA Job NC1-207-79-8, item 15)</p> |
| <p>16. Weekly Report of Field Office Operations (Copy). This nonrecord report provides data on processing activities in more detail and at more frequent intervals than the Monthly Reports of Operations under item 15.</p> | <p>Destroy after preparation of the monthly report of operations. (NARA Job NC1-207-79-8, item 16)</p> |
| <p>17. Daily Work Sheet or Equivalent. File includes the recapitulation of Daily Work Sheet summarizing the basic actions posted to the Status Record Cards. These nonrecord controls are used in preparing recurring monthly reports.</p> | <p>Destroy after 6 months. (NARA Job NC1-207-79-8, item 17)</p> |

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| 18. | Supplementary Binder of Substitute Mortgagor, Form FHA 2210 Procedure. These files contain Form FHA 2900 Applications with the required exhibits and signed or certified copies of purchase agreements which are required submissions for consideration of a substitute mortgagor. These are the papers remaining after Form FHA 2210 on an acceptable new borrower has been returned to the mortgagee. | Transfer to Federal Records Center immediately after the Form FHA, 2210 has been sent to the mortgagee. Destroy when 3 years old. (NARA NC1-207-79-8, item 18) |
| 19. | Structural Defects Case File (Section 518(a), (b), and (d)). This file is established to accommodate the processing of applications for financial assistance to repair or reimburse expenditures for defects in a property. | |
| | (a) Section 518(a). | Transfer to Federal Records Center 1 year after completion of repairs. Destroy 6 years after completion of repairs. (NARA Job NC1-207-79-8, item 19(a)) |
| | (b) Section 518(b) and (d). | Transfer to Federal Records Center 1 year after all reviews by the American Institute of Architects (AIA), or any time after completion of AIA review that volume warrants. Destroy 6 years after completion of AIA review. (NARA Job NC1-207-79-8, item 19(b)) |
| 20. | Monthly and Quarterly Reports. File includes monthly and quarterly reports used for informational and reference purposes. | Keep 3 latest reports and destroy previous reports. (NARA Job NC1-207-79-8, item 20) |

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| * | | |
| 21. | Lenders' File. This file contains correspondence regarding servicing by approved lenders, audit reports, mortgagee review reports, indemnification agreements, and copies of correspondence related to specific mortgagees. | Destroy when 5 years old. (NARA Job N1-207-93-1, item 21) |
| 22. | Assignment Request Case File. This file relates to requests from financially distressed mortgagors requesting assistance to avoid foreclosure on their homes. Includes all documents received from the mortgagee and mortgagor, all correspondence on the case, documentation of all telephone calls and conferences, Assignment Requests Case History Sheet (Form HUD 92210), and correspondence relating to the administration of the Home Mortgage Assignment Program. | Transfer to Federal Records Center 1 year after final decision is announced to the mortgagee and mortgagor and case is closed. Destroy 3 years after final decision has been announced to the mortgagee and mortgagor and case is closed. (NARA Job NC1-207-79-8, item 22) |
| 23. | Assignment Processing Control log, Form HUD 92205. Log is maintained by each Field Office to insure that work-load is closely maintained and assignments processed promptly. The assignments and processing actions are recorded daily. The log is used to prepare the Monthly Assignment Processing Report, Form HUD 92211, and other special reports as needed. | Maintain on an annual basis (i.e., a separate log for each fiscal year). Destroy when 3 years old. (NARA Job NC1-207-79-8, item 23) |
| 24. | Monthly Assignment Processing Report, Form HUD 92111. This workload report consolidates information appearing on the Assignment Processing Control Log, Form HUD 92205. Includes requests for assignments and completed processing actions from mortgagors and mortgagees. | |
| | a. Consolidated and individual reports. | Destroy 3 years after completion of all legal and administrative actions. (NARA Job NC1-207-79-8, item 24a) |

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| 25. | Accountability Reports. This report identifies HUD Field Offices and individuals charged with Home Mortgage Insurance case binders current and those held for over 30 days. | Keep 3 latest reports and destroy previous reports. (NARA Job NC1-207-79-8, item 25) |
| 26. | Requests, transmittals and records of telephone requests for Single Family Home Mortgage Insurance case binders. | Destroy when 6 months old. (NARA Job NC1-207-79-8, item 26) |
| 27. | Receipts for Certified Mail. | Use General Records Schedule 12, Item 5a. |
| 28. | Assistant Secretary for Housing--Federal Housing Commissioner machine-readable records and the related documentation required to service them. | |
| | a. Operational systems with long term fiscal, legal, and administrative requirements. | |
| | 1. HOUSING PROGRAMS SYSTEM (F39). | |
| | (a) Documentation File. | Retire to Federal Records Center 1 year after system is eliminated from inventory of active systems. Destroy 3 years after system is eliminated from inventory of active systems. (NARA Job NC1-207-79-8, item 28a1(a)) |
| | (b) Input Documents. | |
| | (1) Copies of forms and reports intended to serve solely as inputs to the system. | Destroy after data has been entered into system and verified. (NARA Job NC1-207-79-8, item 28a1(b)(1)) |

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| Item No. | Description of Record | Disposition |
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| | (2) Documents that are part of official record files covered elsewhere in this schedule. | Destroy in accordance with relevant instructions in this schedule. (NARA Job NC1-207-79-8, item 28a1(b)(2)) |
| | (c) Processing Files. | Scratch after fourth update cycle. (NARA Job NC1-207-79-8, item 28a1(c)) |
| | (d) Master File. | |
| | (1) Operational systems in a processing mode. | Scratch 10 years after date of processing. (NARA Job NC1-207-79-8, item 28a1(d)(1)) |
| | (2) Systems eliminated from HUD's inventory of active systems. | Retire to Federal Records Center 1 year after system's elimination from inventory of active systems. Destroy 3 years after system's elimination from inventory of active systems. (NARA Job NC1-207-79-8, item 28a1(d)(2)) |
| | (e) Printouts and other output reports. | Destroy when superseded or obsolete, or when no longer needed for administrative reference purposes. (NARA Job NC1-207-79-8, item 28a1(e)) |
| 2. | HOUSING PROGRAMS SYSTEMS (F69). | |
| | (a) Documentation File. | Retire to Federal Records Center 1 year after system is eliminated from inventory of active |

systems. Destroy 3 years after system is eliminated from inventory of active systems. (NARA Job NC1-207-79-8, item 28a2(a))

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| | (b) Input Documents. | |
| | (1) Copies of forms and reports intended to serve solely as inputs to the system. | Destroy after data has been entered into system and verified. (NARA Job NC1-207-79-8, Item 28a2(b)(1)) |
| | (2) Documents that are part of official record files covered elsewhere in this schedule. | Destroy in accordance with relevant instructions in this schedule. (NARA Job NC1-207-79-8, item 29a2(b)(2)) |
| | (c) Processing Files. | Scratch after fourth update cycle. (NARA Job NC1-207-79-8, item 28a2(c)) |
| | (d) Master File. | |
| | (1) Operational systems in a processing mode. | Scratch 5 years after date of processing. (NARA Job NC1-207-79-8, item 28a2(d)(1)) |
| | (2) Systems eliminated from HUD's inventory of active systems. | Retire to Federal Records Center 1 year after system's elimination from inventory of active systems. Destroy 3 years after system's elimination from inventory of active systems. (NARA Job NC1-207-79-8, item |

28a2(d)(2))

(e) Printouts and other
output reports.

Destroy when superseded
or obsolete, or no
longer needed for
administrative reference
purposes. (NARA Job
NC1-207-79-8, item
28a2(e))

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| 3. | FIELD-SUPPORT SYSTEMS (R17). | |
| | (a) Documentation File. | Retire to Federal Records Center 1 year after system is eliminated from inventory of active systems. Destroy 3 years after system is eliminated from inventory of active systems. (NARA Job NC1-207-79-8, item 28a3(a)) |
| | (b) Input Documents. | |
| | (1) Copies of forms and reports intended to serve solely as inputs to the system. | Destroy after data has been entered into system and verified. (NARA Job NC1-207-79-8, item 28a3(b)(1)) |
| | a. Form HUD 92068A , Single Family Default Monitoring System Status (Initial Case Data Report) and Form HUD 92068B, Single Family Default Monitoring System Status of Single Family Mortgages in Default. | Destroy after third update cycle. (NARA Job NC1-207-79-8, item 28a3(b)(1)a) |

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| after second | b. Form HUD 92068C, Single Family Default Monitoring System Distribution of Insured Mortgages Serviced and Delinquent. | Destroy quarter. (NARA Job NC1-207-79-8, item 28a3(b)(1)b) |
| | (2) Documents that are part of official record files covered elsewhere in this schedule. | Destroy in accordance with instructions in this schedule. (NARA Job NC1-207-79-8, item 28a3(b)(2)) |

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| | (c) Processing Files. | Scratch after third update cycle. (NARA Job NC1-207-79-8, item 28a3(c)) |
| | (d) Master File. | |
| | (1) Operational systems in a processing mode. | Scratch after third update cycle. (NARA Job NC1-207-79-8, item 28a3(d)(1)) |
| | (2) System eliminated from HUD's inventory of active systems. | Retire to Federal Records Center 1 year after system's elimination from inventory of active systems. Destroy 3 years after system's elimination from inventory of active systems. (NARA Job NC1-207-79-8, item 28a3(d)(2)) |
| | (e) Printouts and other output reports. | |
| | (1) Control set maintained in Single Family | Maintain current and one preceding year in SFMDS |

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| Default Monitoring Systems (SFDMS) Control Center. | control center. Transfer to inactive file or to Federal Records Center when volume warrants. Destroy when 3 years old. (NARA Job NC1-207-79-8, item 28a3(e)(1)) |
| (2) All other reference copies. | Destroy when superseded or obsolete. (NARA Job NC1-207-79-8, item 28a3(e)(2)) |

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| b. | All other operational or superseded Assistant Secretary for Housing--Federal Housing Commissioner Systems including: | |
| 1. | Acquired Home Property Disposition Summary (R12). | |
| 2. | Appraisal and Statistical Collection (F30A). | |
| 3. | Congressional Reporting (F33). | |
| 4. | Critical Path Processing (R07). | |
| 5. | Duration Reporting (F11). (Cancelled. Replaced by F33.) | |
| 6. | Housing Operating Plan (HOPS) (F82). | |
| 7. | Mortgage Insurance Statistical (F27). (Cancelled.) | |
| 8. | Single Family Insurance Activities (R33). | |
| 9. | Single Family Statistical Reporting (F31A, C). | |
| 10. | Single Family Trends Data (F31D). | |
| 11. | Ratio and Actuarial | |

Reporting (F31G).

12. File Identification and County
(FI/CO) Maintenance (F80).

13. Mortgagee Performance Monitoring
(MPMS) (F81).

14. Insured and Terminated (F30B).

15. Default and Termination (F31E).

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16. Homeownership Assistance and
Recertification Application
(HARAS) (F31F).

17. Management Information Reporting
(MIRS) (F31I).

Disposition instructions for these
systems are:

(a) Documentation File.

Retire to Federal
Records Center 1 year
after system is
eliminated from
inventory of active
systems. Destroy 3
years after system is
eliminated from
inventory of active
systems. (NARA Job
NC1-207-79-8, item
28b(a))

(b) Input Documents.

(1) Copies of forms and
reports intended to
serve solely as inputs
to the system.

Destroy after data has
been entered into system
and verified. (NARA Job
NC1-207-79-8, item
28b(b)(1))

(2) Documents that are
part of official
record files covered

Destroy in accordance
with relevant
instructions in this

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| elsewhere in this schedule. | schedule. (NARA Job NC1-207-79-8, item 28b(b)(2)) |
| (c) Processing Files. | Scratch after third update cycle. (NARA Job NC1-207-79-8, item 28b(c)) |
| (d) Master File. | |
| (1) Operational systems in a processing mode. | Scratch after third update cycle. (NARA Job NC1-207-79-8, item 28b(d)(1)) |

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| | (2) Systems eliminated from HUD's inventory of active systems. | Retire to Federal Records Center 1 year after system's elimination from inventory of active systems. Destroy 3 years after system's elimination from inventory of active systems. (NARA Job NC1-207-79-8, item 28b(d)(2)) |
| | (e) Printouts and other output reports. | Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. (NARA Job NC1-207-79-8, item 28b(e)) |
| 29. | Administrative Support Systems (A08). | |
| | (a) Documentation File. | Retire to Federal Records Center 1 year after system is eliminated from inventory of active systems. Destroy 3 years after system is |

eliminated from
inventory of active
systems. (NARA Job
NC1-207-79-8, item
29(a))

(b) Input Documents.

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| (1) Copies of forms and reports intended to serve solely as inputs to the system. | Destroy 3 years after data has been entered into system and verified. (NARA Job NC1-207-79-8, item 29(b)(1)) |
| (2) Documents that are part of official record files covered elsewhere in this schedule. | Destroy in accordance with relevant instructions in this schedule. (NARA Job NC1-207-79-8, item 29(b)(2)) |

(c) Processing Files.

Scratch (erase) after update cycle. (NARA Job NC1-207-79-8, item 29(c))

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(d) Master File.

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| (1) Operational systems in a processing mode. | Scratch after third update cycle. (NARA Job NC1-207-79-8, item 29(d)(1)) |
| (2) Systems eliminated from HUD's inventory of active systems. | Retire to Federal Records Center 1 year after system's elimination from inventory of active systems. Destroy 3 years after system's elimination from inventory of active systems. (NARA Job NC1-207-79-8, item 29(d)(2)) |

(e) Printouts and other output reports.

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| (1) Daily Charge Out Reports. | Destroy 3 years after close of calendar year involved. (NARA Job NC1-207-79-8, item 29(e)(1)) |
| | |
| (2) Other printouts and output reports. | |
| a. Transaction Register, List of Case Binders, Received and Rejected Transactions and ADP Requests for Home Mortgage Insured Case File. | Destroy after monthly update is generated (NARA Job NC1-207-79-8, item 29(e)(2)a) |
| b. Daily Inquiry Reports. | Destroy when 1 year old. (NARA Job NC1-207-79-8, item 29(e)(2)b) |
| c. Case Binders Processed. | Destroy 1 year after update is generated. (NARA Job NC1-207-79-8, item 29(e)(2)c) |
| | |
| (3) Microfiche copies of data extracted from Form FHA 9100.2, Mortgage Insurance Certificate. | Destroy 1 year after current year's update is completed. (NARA Job NC1-207-75-8, item 29(e)(3)) |

APPENDIX 20

RECORDS DISPOSITION SCHEDULE 20

SINGLE FAMILY HOME MORTGAGE INSURANCE RECORDS

| Item No. | Description of Records | Disposition |
|----------|---|--|
| 30. | Insurance In Force (IIF) Small Homes System (F22). | |
| | (a) System documentation maintained by HUD, including official record copy of all technical documents identified in HUD's ADP Documentation Standards Manual. | Destroy 3 years after system is eliminated from inventory of active systems. (NARA Job NC1-207-80-3, item b(1)(a)) |
| | (b) Input Documents. Copies of forms and reports intended to serve solely as inputs to the system. | Destroy after data has been entered into the system and verified. |

- | | |
|---|--|
| | (NARA Job NC1-207-80-3, item b(1)(b)) |
| (c) Input Documents. Documents that are part of the official record files covered elsewhere in this schedule. | Destroy in accordance with relevant instructions in this schedule. (NARA Job NC1-207-80-3, item b(1)(c)) |
| (d) Processing Files. Initial, Intermediate or Valid Transaction Data. | Scratch after third update cycle. (NARA Job NC1-207-80-3, item b(1)(d)) |
| (e) Processing Files. Publication and Print Files. | Scratch after third update cycle. (NARA Job NC1-207-80-3, item b(1)(e)) |
| (f) Master Files retained in HUD Tape Library. | Scratch after third update cycle. Destroy final version of master 3 years after system is eliminated from inventory of active systems. (NARA Job NC1-207-80-3, item b(1)(f)) |
| (g) Printouts and other output reports. | Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. (NARA Job NC1-207-80-3, item b(1)(g)) |

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APPENDIX 20

RECORDS DISPOSITION SCHEDULE 20

SINGLE FAMILY HOME MORTGAGE INSURANCE RECORDS

| Item No. | Description of Records | Disposition |
|----------|---|--|
| 31. | Newly established automated systems not covered in this Records Disposition Schedule. | System sponsor must prepare and submit Form HUD-552, Request for Change in HUD |

Records Schedule, to cover new automated system. Submit through appropriate Administrative Support or Housing Programs Systems Division to the Departmental Records Management Officer. Attach a copy of the record layout and the Glossary of Terms/General Purpose Format. (NARA Job NC1-207-80-3, item a)

32. Pre-Foreclosure Sale Case File (PFS) This file relates to requests for participation in the PFS program. PFS enables mortgagors to sell properties on which the indebtedness exceeds the market value, and HUD pays the lender the difference between the sale proceeds and the balance owed. Foreclosure is avoided, and HUD does not acquire the property. Includes all documents received from the mortgagor, mortgagee, real estate agent, and the closing agent. Documentation and correspondence from the Field Offices and contractors is also included.

Transfer to Federal Records Center 1 year after a claim is filed by the mortgagee. Destroy 6 years after a claim is filed by the mortgagee. (NARA Job N1-207-95-4)

RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

System Description: This is a mainframe electronic data system. This system consolidates statistical data collection and storage for all automated single family systems, including: Appraisal and Statistical Collection (F30), Congressional Reporting (F33), Single Family Insurance Activities (R33), Single Family Statistical Reporting (F31-A and C), Single Family Trends Data (F31D), Ten-Year Statistical (F69), Fiscal Control (F21), Single Family Default Monitoring System (R17), and Mortgagee Performance Monitoring System (F81). This system also includes all Home Mortgage Disclosure Act (HHDA) data and interfaces with the Federal Reserve System for HHDA purposes. The F42 System provides Single Family Statistics and is not a financial system.

Automated systems that interface with this system:
 Single Family Insurance System (A43)
 Average Area Purchase Prices System (F08)
 Computerized Homes Underwriting Management System (F17)
 Single Family Insurance Consolidator and Distributor System (F22)

Institution Master File (F51)

Credit Alert Interactive Voice Response (F57)

THIS IS THE SYSTEM DESCRIPTION FOR ITEM 33

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RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

| Item No. | Description of Records | Disposition |
|----------|--|--|
| 33. a. | Work files. Consist of temporary files used to process data. | Delete when no longer needed. (NARA JOB N1-207-96-4, item 33 a) |
| b. | Test files. Consist of data used to as sure program accuracy. | Delete from mass storage and move to tape if not accessed within 45 days. Destroy tape if not accessed within 1 year. (NARA JOB N1-207-96-4, item 33 b) |
| c. | Documentation. Consists of an organized series of descriptive documents required to initiate, develop, operate, and maintain specific applications of automated data processing (ADP) systems. Includes, but not limited to the completed: inventory listing of files being transferred, records layout with data elements numbered, data elements dictionary, Privacy Act system notice covering the records when applicable; | PERMANENT. Transfer 1 copy of current file immediately to National Archives with the related master file for the time period from 1987 through 1994. (NARA JOB N1-207-96-4, item 33 c) |

and the Technical Description
for Transfer of Electronic
Records to the National
Archives (HA FORM 14097) or
its equivalent.

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RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

| Item No. | Description of Records | Disposition |
|----------|---|---|
| (1) | Current file updates. | PERMANENT. Transfer 1 copy of updates to National Archives annually at end of each calendar year. (NARA JOB N1-207-96-4, item 33 c (1)) |
| (2) | Current file no longer updated, used or needed. | PERMANENT. Transfer to the National Archives before the system becomes inactive, is replaced, suspended or deleted whichever is sooner. (NARA JOB N1-207-96-4, item 33 c (2)) |

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RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

| Item No. | Description of Records | Disposition |
|----------|---|---|
| d. | Master files. Consist of current version of data file in a system at a given time. These files are written in ASCII or EBCDIC with all extraneous | PERMANENT. Transfer 1 masked copy and 1 copy not masked of current master file immediately to National Archives |

control characters removed from the data and blocked not higher than 32,760 bytes per block with the data recorded in open reel or tape cartridges.

for the time period from 1987 through 1994. (NARA JOB N1-207-96-4, item 33 d)

(1) Master file updates.

PERMANENT. Transfer 1 masked and 1 copy not masked of updates to National Archives annually at end of each calendar year or before the system becomes inactive, is replaced, suspended or deleted whichever is sooner. (NARA JOB N1-207-96-4, item 33 d (1))

(2) Master files no longer updated, used or needed.

PERMANENT. Use the same disposition instructions for d (1) above then delete 3 years after system is coded as inactive in Inventory of Automated Systems (IAS). (NARA JOB N1-207-96-4, item 33 d (2))

RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

Item
No.

Description of Records

Disposition

e. Input. Consists of those media used solely to enter data into the system.

(1) Hard copy (forms, reports or other documents).

Destroy when 1 year old. (NARA JOB N1-207-96-4, item 33 e (1))

(2) Transaction files. Consist of automated

Delete 60 days after data has been sent to

- | | | |
|-----|---|---|
| | files used to update master file. | the master file and verified. (NARA JOB N1-207-96-4, item 33 e (2)) |
| (3) | Table files (used to provide specific information unique to a program). | Delete when 1 year old. (NARA JOB N1-207-96-4, item 33 e (3)) |
| f. | Output. | |
| (1) | History files. Consist of obsolete master or transaction files for historical use or reference. | |
| (a) | End of quarter history files. | Delete when 3 years old. (NARA JOB N1-207-96-4, item 33 f (1) (a)) |
| (b) | All other history files. | Delete when 120 days old. (NARA JOB N1-207-96-4, item 33 f (1) (b)) |

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RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

| Item No. | Description of Records | Disposition |
|----------|--|--|
| (2) | Output report files. | Delete when 14 days old. (NARA JOB N1-207-96-4, item 33 f (2)) |
| (3) | Output reports (paper, diskettes, microfiche). | |
| (a) | Annual set of printed reports. | PERMANENT. Use the same disposition instructions as Appendix 3, item 36. (NARA Job N1-207-80-5, item 36) |
| (b) | Master set kept by system sponsor. | |
| | 1/ Annual reports | Destroy when 3 years old. (NARA Job N1-207- |

| | |
|------------------------|--|
| 2/ Semiannual reports. | 96-4, item 33 f (3)(b) 1/) Destroy upon receipt of annual report summarizing the semiannual reports. (NARA JOB N1-207-96-4, item 33 f (3) (b) 2/) |
| 3/ Monthly reports. | Destroy upon receipt of annual report summarizing the monthly reports. (NARA Job N1-207-96-4, item 33 f (3) (b) 3/) |
| 4/ Weekly reports. | Destroy upon receipt of monthly report summarizing the weekly reports. (NARA JOB N1-207-96-4, item 33 f (3) (b) 4/) |

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RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

| Item No. | Description of Records | Disposition |
|----------|--------------------------------|---|
| | 5/ Daily reports. | Destroy upon receipt of weekly report summarizing the daily reports. (NARA JOB N1-207-96-4, item 33 f (3) (b) 5/) |
| | 6/ As requested reports. | Destroy when 1 year old. (NARA JOB N1-207-96-4, item 33 f (3) (b) 6/) |
| (c) | All other sets. | |
| | 1/ Annual reports. | Destroy when 1 year old. (NARA JOB N1-207-96-4, item 33 f (3) 1/) |
| | 2/ Semiannual, monthly, weekly | Use disposition instructions f |

and daily reports.

(3)(b)2/,3/,4/
and 5/ as above.
(NARA JOB N1-207-96-4,
item 33 f (3) (c) 2/)

3/ As requested
reports.

Destroy when 1
year old.
(NARA JOB N1-207-96-4,

item 33 f
(3) (c) 3/)

(4) Data files (used to provide formatted data to other systems or programs).

Delete 45 days after data has been provided and verified.
(NARA JOB N1-207-96-4,
item 33 f (4))

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RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

Item

| Item No. | Description of Records | Disposition |
|----------|---|---|
| g. | Security backup files. Consist of data identical in physical format to a master file or data base and kept in case the master file or data base is damaged or erased. | |
| (1) | Files identical to records scheduled as permanent. | Delete when the identical records have been successfully copied, verified and transferred to the National Archives or when replaced by a subsequent security backup file. (8/95 GRS 20, item 8) |
| (2) | Files identical to records scheduled as temporary. | Delete when identical records have been deleted |

or when replaced
by subsequent
security backup
files. (8/95 GRS
20, item 8)

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RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

| Item No. | Description of Records | Disposition |
|-------------|--|--|
| h. | System program library file. Consists of all programs and job control statements/instructions needed to run a system. | Delete 3 years after system or program is placed on inactive list. (NARA JOB N1-207- 96-4, item 33 h) |
| i. | Data base file. Consists of an organized collection of data, designed to serve the user organization's needs. | Purge contents of file (data/records) and write to history file when inactive for 1 year. (NARA JOB N1-207- 96-4, item 33 i) |

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